



## PANGBOURNE PARISH COUNCIL

### FINANCE AND COMPLIANCE COMMITTEE MINUTES

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At a meeting of the Finance and Compliance Committee held virtually on  
**Tuesday 22<sup>nd</sup> October 2020 commencing at 11.00am**

Present: B Kerr Muir, J Higgs, P MacIver, C Hartley  
R Elkin (Clerk)

FC/72 **APOLOGIES FOR ABSENCE**

P Sanderson

FC/73 **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA**

None

FC/74 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting on 26<sup>th</sup> November 2019 were signed by the Chairman as an accurate record with no amendments.

FC/75 **MATTERS ARISING ON THE LAST MINUTES**

- The Clerk stated that she had discovered that an ex-councillor is still on the bank list of signatories despite having asked the bank to remove them. A new bank mandate will need to be completed to make this change. Clerk
- CH still needs to complete a bank mandate to be added as a signatory. CH/ALL
- RBS – the Clerk stated that she has been in touch with RBS who are re-setting the year for the council and she will then start entering data for this year. There will be a fee of approx. £100 to re-set the year end/start. Clerk
- Vat reclaims – one paper claim has now been sent and once that is “live”, claims should be able to be made online. The initial paper claim may take a few weeks to process. Clerk
- Setting a payment card for the council is still outstanding. The clerk will investigate how to do this. Clerk

FC/76 **REGULAR REVIEW OF FINANCIAL DOCUMENTS AND REPORTS**

- 1.The Bank Statements were checked against the latest budget control and found to be accurate – one statement was unavailable digitally at the time and was sent to councillors via email afterwards.
- 2.Expenditure and income likely for the balance of the year was reviewed and discussed and the draft budget and precept for 2021-22 planning was presented with a view to making savings before presenting a recommendation to full council at the November meeting.
- The Clerk stated that the impact of covid-19 on the hall closure since March and lower income at the cemetery over that period had impacted the council's finances significantly at a time when the council had also invested in additional staffing and increases to some opex costs for better delivery of services in order to improve the quality of those services to residents.
- The Council's reserves were sufficient for the time being, however should revenues follow a similar trajectory next financial year (and there is no immediate reason to predict a return to “normal” anytime in the near future), the council's reserves and cash flow would be put under strain.
- It was further stated that the parish council had received no grants whatsoever in respect of the pandemic and the only relief had been limited rate relief from WBC.

- Although some costs had been saved during the closures, others, such as increased waste collections during the summer at the meadows after lockdown was eased, had unavoidably increased this year.
- The Clerk agreed to look into whether any rebate was possible for the PRS and premises licences.
- The Clerk will provide a CIL report with details of expenditure, etc.

FC/77 **TO DISCUSS AND REVIEW POLICIES AS APPENDED TO THIS AGENDA AND AGREE RECOMMENDATIONS FOR NEXT FULL COUNCIL MEETING, INCLUDING:**

- **Lone Working**
- **Publication Policy**
- **H&S (annual review)**

Following discussion, it was RESOLVED unanimously to recommend the following policies to full council for approval:

- Lone Working
- Publication Policy
- H&S (annual review)

The Policies will be on the agenda for the full council meeting in November

It was further agreed that annual reviews of the key council documents should take place as follows:

BKM/ALL

- Financial Regulations – FEB 21 (last reviewed Feb 20)
- Standing Orders – MARCH 21 (last reviewed Mar 20)
- Risk Assessment – APRIL 21 (last reviewed Aug 20)

BKM reported that she had been unable to get in touch with the National Trust contact re the byelaws. The Clerk reported that it might be worth arranging to meet with the new Ranger instead.

FC/78 **TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING**

BKM reported that she has now drafted appraisal forms and begun the process of setting up dates for appraisals with the clerk over the coming weeks. It was noted that the new Asst Clerk had successfully passed her probationary period.

BKM/  
Clerk

It was agreed to discuss electronic banking arrangements at the next F&C meeting.

FC/79 **Closure**

There being no further business the meeting was closed at 11.58am.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date